

U.S. Mission - American Embassy Madrid, Spain

VACANCY ANNOUNCEMENT

No. 26-20	HUMAN RESOURCES ASSISTANT	August 19, 2020
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U.S. Mission: Madrid, Spain
Announcement Number: 26-20
Position Title: Human Resources Assistant
Opening Period: August 19, 2020 – September 2, 2020
Series/Grade: LE-7 or FS-7
Salary: LE-7: 34,152€ p.a.
FS-7: \$45,337 p.a. salary determined by Washington D.C.
For more Info: Madrid_HR_Applications@state.gov
Who may apply: All Interested Applicants / All Sources

Please go to section on “How to apply”. Instructions must be strictly followed. Applicants must submit a DS-174

Security Clearance Required: Local Security Certification or Public Trust
Duration of Appointment: Indefinite subject to successful completion of probationary period

Marketing Statement: : We encourage you to read and understand the Eight (8) Qualities of Overseas Employees (<https://careers.state.gov/wp-content/uploads/2018/02/Eight-Qualities-of-Overseas-Employees.pdf>) before you apply

Summary: The U.S. Mission in Madrid is seeking eligible and qualified applicants for the position of **Human Resources Assistant**.

The work schedule for this position is: Full Time (40 hours per week)

Start date: Candidate must be able to begin working within a reasonable period of time (generally 1 week) of receipt of agency authorization and/or clearance/certification) or their candidacy may end.

Supervisory Position: No

Duties:

Handles the American Personnel Program (in and out processing, travel messages, visa applications, driver's licenses, bilateral work issues, etc.) of all U.S. direct hires, their dependents, and their non-resident domestic workers. Provides guidance, advises, and assists U.S. direct hires regarding assignment tours, residence and dependency matters, benefits, travel, Separated Maintenance Allowance (SMA) requests and Emergency Visitation Travel (EVT) requests. Processes requests for diplomatic and consular IDs. Prepares the Mission Diplomatic list. Maintains contacts with the Ministry of Foreign Affairs (MFA) on all issues regarding diplomatic visas, accreditations, bilateral work agreement, etc. Prepares a variety of documents and certificates in both Spanish and English. Is in charge of the post Awards Program. Is the back-up Master Time and Attendance (T&A) keeper for Mission Spain.

Qualifications and Evaluations:

Applicants must address each required qualification listed below with specific information supporting each item. Failure to do so may result in a determination that the applicant is not qualified.

Education: High school diploma.

Requirements:

Experience: Three to four years of progressive experience in administrative work and personnel/human resources issues.

Job Knowledge: Must have a working knowledge of DOS and other Agency manuals and procedures pertaining to functions performed. Must be familiar with Spanish law and pertinent international laws and agreements.

Evaluations:

Language: Level 4 (fluent) of English speaking/reading/writing. Level 4 (fluent) of Spanish speaking/reading/writing. This may be tested.

Skills and abilities: Must have excellent interpersonal skills and high customer service standards and exercise courtesy, tact, and good judgment. Must have the ability to work independently, exercising judgement, discretion, initiative, and creativity. Must have a positive approach to problem solving, encourage teamwork; and have good organizational skills. Must have excellent computer skills, in particular, use of Microsoft programs – Outlook, Word and Excel. Must have good oral and written communication skills.

Qualifications: All applicants under consideration will be required to pass medical and security certifications.

EQUAL EMPLOYMENT OPPORTUNITY (EEO): The U.S. Mission provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation.

Other information:

HIRING PREFERENCE SELECTION PROCESS: Applicants in the following hiring preference categories are extended a hiring preference in the order listed below. Therefore, it is essential that these applicants accurately describe their status on the application. Failure to do so may result in a determination that the applicant is not eligible for a hiring preference.

HIRING PREFERENCE ORDER:

- (1) AEFM / USEFM who is a preference-eligible U.S. Veteran*
- (2) AEFM / USEFM
- (3) FS on LWOP and CS with reemployment rights **

* IMPORTANT: Applicants who claim status as a preference-eligible U.S. Veteran must submit a copy of their most recent DD-214 ("Certificate of Release or Discharge from Active Duty"), equivalent documentation, or certification. A "certification" is any written document from the armed forces that certifies the service member is expected to be discharged or released from active duty service in the armed forces under honorable conditions within 120 days after the certification is submitted by the applicant. The certification letter should be on letterhead of the appropriate military branch of the service and contain (1) the military service dates including the expected discharge or release date; and (2) the character of service. Acceptable documentation must be submitted in order for the preference to be given.

** This level of preference applies to all Foreign Service employees on LWOP and CS with re-employment rights back to their agency or bureau.

For more information (i.e., what is an EFM, USEFM, AEFM, MOH, etc.) and for additional employment considerations, please visit the following link:

<https://careers.state.gov/wp-content/uploads/2018/04/VA-Definitions-and-Additional-Employment-Considerations.pdf>

Additional selection criteria

1. Management may consider any of the following when determining successful candidacy: nepotism, conflicts of interest, budget, and residency status.
2. Current OR employees serving a probationary period are not eligible to apply. Current OR employees with a MBC rating below 100 points on their most recent Employee Performance Report (EPR) are not eligible to apply.
3. Current NOR employees hired on a Family Member Appointment (FMA) or a Personal Services Agreement (PSA) are not eligible to apply within the first 90 calendar days of their employment unless they have a When Actually Employed (WAE) work schedule.

How to Apply: Applicants must submit a Universal Application for Employment (DS-174) which is available on the website <https://es.usembassy.gov/embassy-consulates/jobs/> to Madrid_HR_Applications@state.gov

To apply for this position, applicants should electronically submit the documents listed below. All candidates must be able to obtain and hold a Local Security Certification or Public Trust security clearance.

Required Documents: Please provide the required documentation listed below with your application:

- DS-174
- Residency and/or Work Permit
- Passport or DNI copy

If applicable, for U.S. Veterans and former U.S. Government employees

- DD-214 - Member Copy 4, Letter from Veterans' Affairs, or other supporting documentation (if applicable)
- SF-50 (if applicable)

If candidate is asked to an interview, please also provide:

- Letter(s) of recommendation
- List of references

What to Expect Next: Applicants who are invited to take a language or skills test, or who are selected for an interview will be contacted via email.

For further information: the complete position description listing all of the duties, responsibilities, required qualifications, etc. may be obtained in the website of the Embassy <https://es.usembassy.gov/embassy-consulates/jobs/>

Thank you for your application and your interest in working at the U.S. Mission in Madrid, Spain.